

Topsfield Town Library Board of Trustees Meeting
Tuesday, May 11, 2021
Virtual Meeting via Zoom
Call in number: 929 436 2866
Meeting ID: 835 1884 3732
Password: 881829

Present by roll call vote: Trustees – Kathy Hartmann, Gail Bryson, Cary Playter, Ken Scott, Maureen McCarthy, - Director Laura Zalewski. Absent, Olivia Gatti

K. Hartmann called the meeting to order at 5 PM.

- **Approval of Meeting Minutes**
 - **April 13, 2021** – Motion made to accept by K. Scott, seconded by M. McCarthy with unanimous roll call vote approval.
- **New Business**
 - **FY2022 Holidays** – See attached. Motion made to accept by M. McCarthy, seconded by C. Playter with unanimous roll call vote approval.
 - **Assistant Director Search** – Approval has been received to go forward with candidates and L. Zalewski has advertised in numerous job sites including the Mass Municipal Association Board. L. Zalewski will be part of interview team along with 3 of library staff. K. Hartunian will also participate in same. Goal is to hire someone in June with a July start date. This is a 37 ½ hour position.
- **Director’s Report** – Reviewed and see attached. Full opening of the library should be happening soon.
- **Former Business**
 - **Facility project**
 - Carpeting – Is finished. Would like to get Children’s Room done this fall but will need quote and Trust Fund Board approval prior to same.
 - Make up air unit – Completed.
 - Lighting project – Still waiting for back-ordered track lights.
 - New phone system- Completed.
 - Engineering study – Remediation for repairs as per study will be done in steps thru Capital Requests. First request will be submitted as Capital Request for FY2023 when due.
 - Painting – There has been one quote and 2 more are needed which will include old lobby, staircases, second floor circulation area. Monies to do this will be requested from the Trust Fund Board.
 - TV – Has not been purchased yet but will hopefully be done by October.
 - **Mural Statement** – Statements submitted by C. Playter and M. McCarthy were reviewed. A motion was made by M. McCarthy and seconded by C. Playter to vote on the following draft.
“In the above mural panel painted in 1934, artist Harold Field Kellogg depicted a scene with a Native American based on attitudes from his time.

That this depiction was broadly acceptable in 1934 gives us today the opportunity to consider the bias against the Native American people from that era.

We hope viewers will reflect on this legacy.

Motion was positively voted thru roll call vote by members with K. Scott abstaining.

- **FY21/22 Budget and Capital/Warrant Articles** - Library budget, cameras and fire panel were approved at Town Meeting.
- **Audrey Iarocci Memorial** – K. Scott has been in communication with Masconomet High School for calligraphy and will also be discussing with another artist. It was suggested that he might contact local colleges such as Montserrat College of Art to see if there was interest.
- **Friends of the Library** – There is interest in increasing membership. K. Scott and C. Playter will try to attend tomorrow’s meeting.
- **Art Committee Update** – L. Zalewski will try to schedule DeCordova appointment for early June.
- **Music Committee Update** – M. McCarthy reported that the BSO has not announced any summer programs that might be streamed as yet. There is a town music festival scheduled on August 21th on the Green. Covid restrictions are scheduled to be lifted on August 21st. The Cultural Council has contacted Library about participating in games during the day. L. Zalewski questioned amount of time this might require by Librarians and will wait for further information.
- **BOLT Meetings** – G. Bryson questioned if meetings might be held again in person at the library. Next meeting will be by Zoom and this subject will be added to agenda for next meeting.

Motion made to adjourn meeting at 5:57 PM by K.Scott, seconded by C. Playter - approved by unanimous roll call vote.

Next scheduled Zoom Board Meeting – Tuesday, June 8, 2021 @ 5 PM.

Respectfully submitted,

Gail Bryson

List of Attachments

Agenda for May 11, BOLT meeting
Meeting minutes April 13, 2021
Director’s Report April 2021
Gould Fund A Profile May
Library Financial Report May
FY2021 Performance Review for L. Zalewski
Draft Mural Statement
FY2022 Library Holidays